

MONTANA STATE PRISON  
INTERNAL/EXTERNAL POSTING

Job Title: Pharmacy Aide  
Position Number: 39328  
Class Code: 319512  
Department: Corrections  
Division: Montana State Prison  
Location: Deer Lodge, MT.  
Supplement Required: No

Pay Band: 2 \$ 10.12 – 10.59/hr  
Status: Permanent/Full-time  
Bargaining Unit: Montana Fed  
of State Employees  
Shift: 2 p.m.- 10 p.m.  
Days Off: Sat./Sun.

**To Apply:** Submit a **State of Montana Application** form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by January 2, 2009.

Upon employment, successful completion of Basic Pre-Service Training for Prison employees is required. Must be able to respond in the event of an emergency, able to work under stressful and potentially dangerous conditions. TB testing is required. Montana State Prison is a tobacco free institution.

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**Typical Duties:** Manages and directs the daily processing of medication orders. Ensures that physicians and other providers are following the current medication formulary by checking provider orders and bringing non-formulary orders to the attention of the specific provider. Establishes and maintains patient records including lists of medications taken by particular inmates. Receives written prescription or refill orders and verifies that the information is complete and accurate. Transcribes orders accurately and safely to ensure the inmate receives the correct medication and the correct dose. Coordinates and schedules the processing and delivery of patient orders with the contract pharmacy on a daily basis. Prepares blister packs from the contract pharmacy and assists in the delivery of the prepared pack. Ensures inmates transferring to other facilities or discharging from the prison leave with an adequate supply of medication by coordinating with Contract Placement Correctional Services staff and Institutional Probation and Parole Officers. Must be able to identify any problems immediately and suggest or develop procedures to correct deficiencies, especially those that involve life-sustaining medications. Manages the inventory and supply of medications by receiving, storing and inventorying pharmaceutical supplies. Ensures an adequate supply of medication for each patient by checking supply on a regular basis, completing forms necessary to order additional supplies and checking all medications received from the pharmacy for accuracy. Maintains an adequate supply of stock medications to ensure that there is a sufficient supply for emergency situations and to ensure newly arrived inmates are maintained on current critical medications until the inmate's prescription order can be processed through the mail-order pharmacy. Maintains proper storage and security conditions for drugs by ensuring access to medication room is in accordance with established security procedures and medications are inventoried and accounted for. Coordinates the delivery of medication from the backup pharmacy provider in situations where the mail order pharmacy does not supply a medication or the medication is needed immediately. Maintains accurate records of all orders and reconciles the monthly pharmacy invoice to ensure the Department of Corrections is being billed correctly. Must maintain an accurate inventory and supply of all prescription and non-prescription medications and coordinate with contract pharmacy in regular audits of medication process. Monitors the medication delivery system as part of the Continuous Quality Improvement process by compiling monthly/quarterly reports reflecting quality of service, barriers to care and suggestions for improvement. Creates and maintains a written tracking system and computerized data base utilizing flow charts, graphs, check sheets, to assist the Director of Nursing or designated nursing supervisor in monitoring the delivery of medication. Assists with general administrative support duties including responding to inmate questions regarding medication delivery or problems and drafting letters and correspondence.

**Qualifications:** Must be able to follow detailed procedures and ensure accuracy in documentation and data; concentrate on routine work details and maintain a system of records; display enthusiasm and promote friendly group working environment, work closely with other departments and public businesses as necessary; support group decisions and solicit opinions from co-workers; display team spirit. Ability to clearly present information through the spoken or written word; read and interpret complex information is necessary. The ability to be thorough in completing work tasks and be careful and exact about details and to arrange things in a certain order or pattern according to a specific rule or set of rules is required. The incumbent must possess the ability to tell when something is wrong or is likely to go wrong, including the ability to solve the identified problem. The ability to quickly make sense of, combine and organize information into meaningful patterns and understand the implication of new information for both current and future problem solving and decision-making is desirable. Determining how a process should work and how changes in conditions, operations and environment will affect outcomes is required. The ability to effectively

manage one's time and to shift back and forth between two or more activities or sources of information is required.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a 1 year job-related college or technical training in the medical assistant, pharmacy aide, or medical records and one - two years experience of job related experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 2 on the state's general pay matrix. The current hourly salary is **\$10.12 - \$ 12.59 DOE**. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320 ext. 2202.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: \_\_\_\_\_  
(please type or print)

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

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This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

